

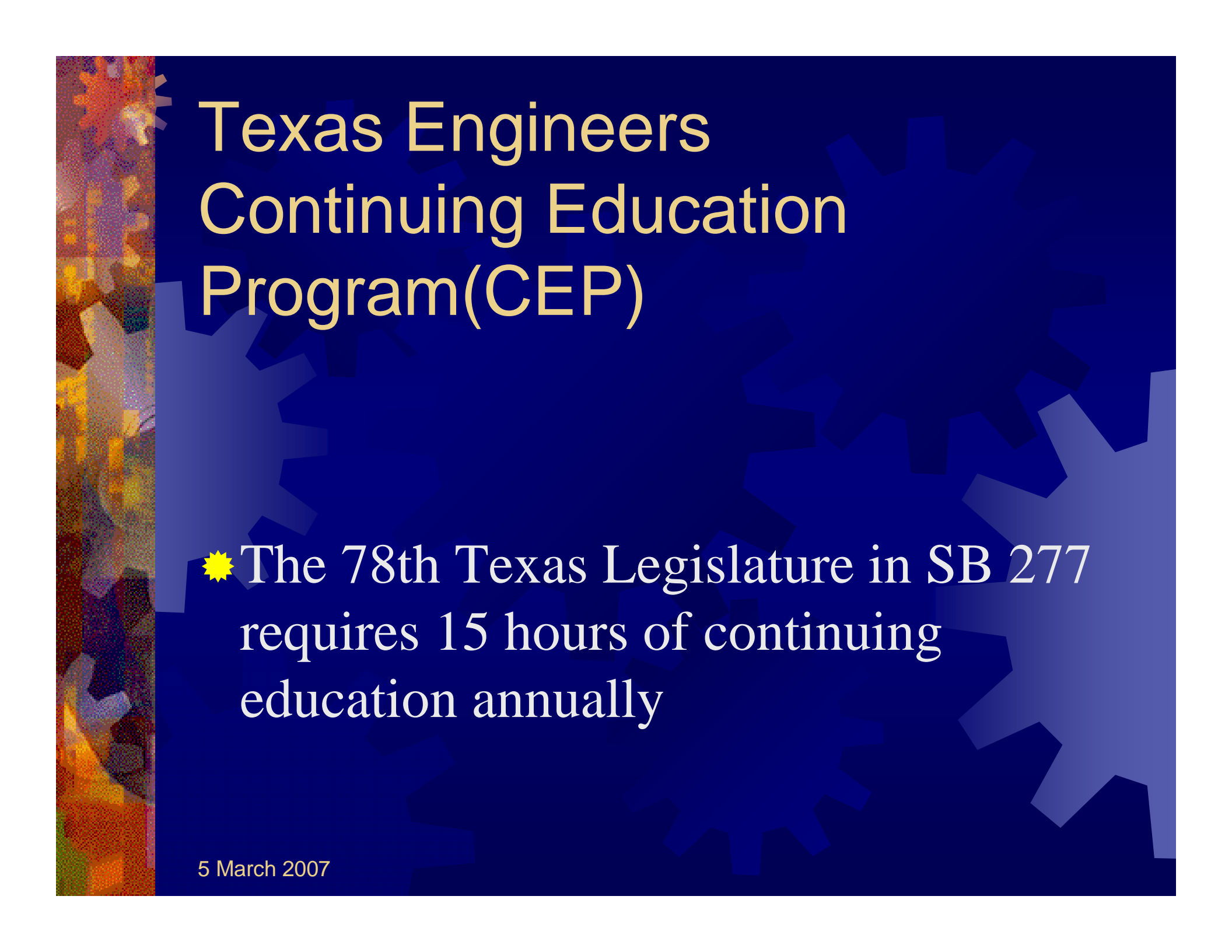


# TBPE Continuing Education Program (CEP)

Texas Board of Professional  
Engineers

5 March 2007



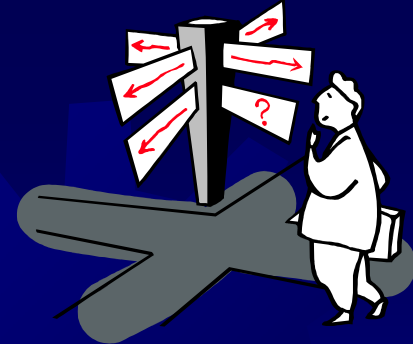


# Texas Engineers Continuing Education Program(CEP)

- ★ The 78th Texas Legislature in SB 277 requires 15 hours of continuing education annually



# What goes Where?

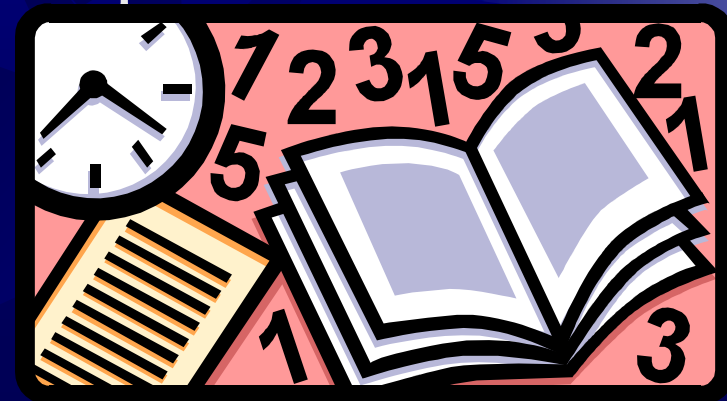


- ✱ Engineering Practice Act was Texas Civil Statutes, Article 3271a.
- ✱ 78th Legislature SB 277, Section 17 set forth requirements for Continuing Education.
- ✱ Continuing Education requirement is part of the Occupation Code, Chap 1001.210.
- ✱ TBPE promulgating rules to implement. (Current Rule 131.139, will become Rule 137.17 in recodified rules)
- ✱ Rules have been approved at January Board meeting. Published in Jan 30, 2004 Texas Register



# Timeline for Implementation

- ★ **November 7, 2003** - Proposed rules published in Texas Register
- ★ **January 15, 2004** - TBPE Board adopted rules. Effective Jan 15, 2004.
- ★ **You may start counting your CEP as of September 1, 2003**
- ★ **March 2005** - PDHs required for license renewal





# What does it mean to You?

- ✱ Similar to previous Voluntary program
- ✱ Used NCEES model and other state boards for base
- ✱ Self determination of CEP activities
- ✱ Required record keeping and retention
- ✱ Possibility of audit by TBPE





# Definitions



- ★ PDH Professional Development hour - a contact hour of CEP
- ★ CEU Continuing Education Unit - Continuing education unit of credit
- ★ Course/Activity - Any qualifying course or activity which will maintain, improve expand skill and knowledge



# What is required by License Holder?

- ★ 15 PDH per renewal period
- ★ 1 PDH in professional ethics per renewal period – cannot carry over
- ★ 5 PDH max from self-directed study
- ★ Maximum of 14 hours may be carried forward to next year
- ★ Maintain record to support activity





# How do I report my PDH's?

- ✱ Maintain record to support activity
- ✱ Certify you have completed the CEP requirement on the yearly renewal form.
- ✱ Logsheet available from the board
- ✱ Keep certificates, flyers, documentation to support activities
- ✱ Possibility of audit. Only then will you send in logsheet and support documentation.
- ✱ Keep for 3 years.





# Renewal Process

- ★ Receive renewal coupon in the mail.
- ★ Check box on right hand side of coupon indicating that you have completed 15 hours of CEP or that you are exempt from CEP.
- ★ Sign the coupon.
- ★ Return the coupon with payment to board.
- ★ Do not send in log sheets, forms, certificates, etc.





# Example of Renewal Coupon

Texas Board of Professional Engineering				
Name «full_name»	PE Number «pe_number»	«expire_date» «LateDate2»	«balance»	
<b>1. Continuing Education ----- REQUIRED</b>		<b>1. Check Box Here (Required)</b>		
By checking the box at right, you attest that you have either successfully completed 15 hours of continuing education training or that you qualify for exemption on (Please see the back of this form for more information.)		<input type="checkbox"/> <b>Continuing Education Complete</b>		
		<u>Exemption from Continuing Education</u>		
		<input type="checkbox"/> Inactive Status <input type="checkbox"/> Disability		
		<input type="checkbox"/> Military Service <input type="checkbox"/> Exam – 1 <sup>st</sup> Renewal		
<b>2. Professional Fee Exemption ----- OPTIONAL</b>		<u>Exemption from Professional Fee</u>		
If you have been twice excused for the \$200 Professional Fee and feel you qualify for an exemption, check the appropriate box to the right. (Please see the back of this form for more information.)		<input type="checkbox"/> Inactive Status <input type="checkbox"/> Disability		
		<input type="checkbox"/> Industry Exemption <input type="checkbox"/> Over 65		
<b>3. Signature ----- REQUIRED</b>				
I testify with my signature, under risk of sanction, that the information I have provided the Board is accurate. Additional documentation will be provided, if requested. Note: Providing false information to the Board is a direct violation of Section 137.57 of the Board Rules and is subject to a 2 year suspension of a license and/or a \$2,500 administrative penalty.				

**2. Sign Here (Required)**

**3. Put your renewal form with your payment in the envelope provided.**

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# Example of Log Sheet



## CONTINUING EDUCATION PROGRAM ACTIVITY LOG Texas Board of Professional Engineers

NAME: \_\_\_\_\_ P.E. NUMBER: \_\_\_\_\_ RENEWAL PERIOD COVERED: \_\_\_\_\_

DATE(s)	ACTIVITY (Title, Location, Instructor)	SPONSORING ORGANIZATION (Name and Address)	Duration	PDH Earned <sup>1</sup>	Carry over (Max 14 PDH) <sup>2</sup>	Ethics Related <sup>3</sup>
Total						

PDH = Professional Development Hours. This is the standard unit of credit for the TBPE Continuing Education Program.

1 - Minimum of 15 PDH per renewal is required for renewal.

2 - Maximum of 14 PDH can be carried over from the previous year.

3 - Minimum of 1 PDH is required to meet Ethics Requirement and cannot be carried over from the previous year.

Conversion to PDH: Direct Hrs = 1 PDH

CEU, Papers, etc. = 10 PDH

College Semester 1 hr = 15 PDH

A maximum of 5 PDH is allowed for self-directed study.

Professional Orgs = 5 PDH each

Patents = 15 PDH

College Quarter 1 hr = 10 PDH

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# How DO You Earn PDHs?

- ✱ 1. Complete/audit college credit course
- ✱ 2. Complete continuing education courses
- ✱ 3. Completion of short course/tutorials
- ✱ 4. Present/attend seminars/technical presentation
- ✱ 5. Teaching/instructing above 1 - 4
- ✱ 6. Publishing papers, articles, books
- ✱ 7. Participation in Professional/Technical Societies
- ✱ 8. Patents issued
- ✱ 9. Engaging in self-directed study



# 1. Complete/audit college credit course



- ★ Successful completion or auditing of college credit course
- ★ 1 College or unit semester hour = 15 PDH
- ★ 1 Unit quarter hour = 10 PDH





## 2. Complete continuing education courses

- ★ Successful completion of continuing education courses, either offered by a professional or trade organization, university or college or offered in-house by a corporation or other business entity
- ★ 1 Continuing Education Unit = 10 PDH
- ★ Earn 1 PDH per Hour of Contact time



### 3. Completion of short course/tutorials

- ★ Successful completion of correspondence, on-line, televised, videotaped and other short courses/tutorials
- ★ 1 CEU = 10 PDH
- ★ 1 Hour of contact time = 1 PDH





## 4. Present/attend seminars/technical presentation

- ★ Presenting or attending qualifying seminars, in-house courses, workshops professional or technical presentations made at meetings, conventions or conferences

- ★ 1 CEU = 10 PDH

- ★ 1 Hour of contact time = 1 PDH







## 5. Teaching/instructing Items 1 -4

- ✦ Teaching or instructing as listed in items 1- 4
- ✦ Teaching credit valid for the first time only
- ✦ 1 CEU = 10 PDH
- ✦ 1 Hour of contact time = 1 PDH



## 6. Publishing papers, articles, books



- ✱ Authoring published papers, articles, books, or accepted licensing examination items
- ✱ Each published paper, article, or book = 10 PDH





## 7. Participation in Professional/Technical Societies

- ★ Active participation in professional or technical societies, associations, agencies or organizations, including:
  - Elected or appointed official
  - Serving on a committee
- ★ PDH not earned until end of service year
- ★ 1 PDH not to exceed 5 PDH per organization
- ★ Giving or attending a presentation at a meeting is considered a separate activity



## 8. Patents issued

- ☀ Each patent issued = 15 PDH

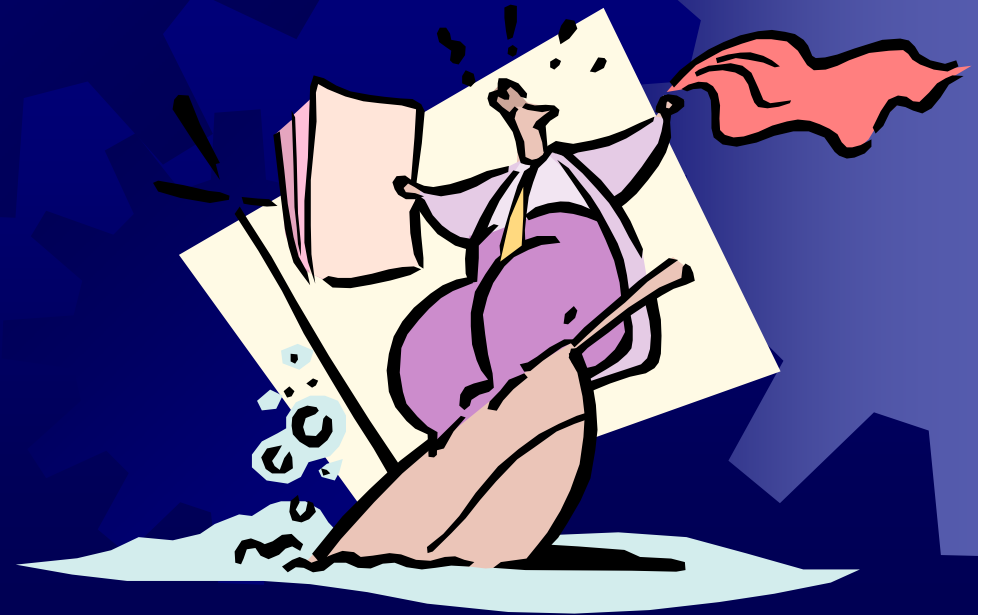


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## 9. Engaging in self directed study

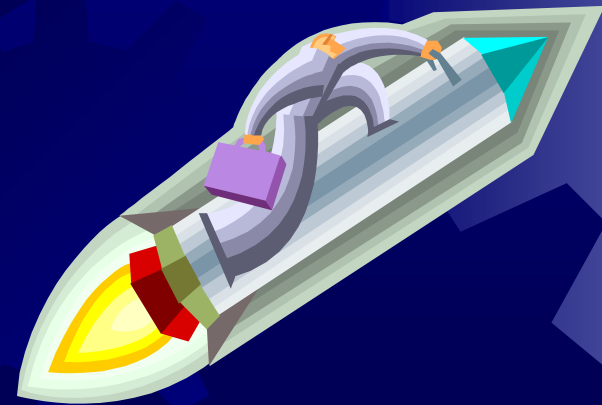
- ★ One hour of contact time = 1 PDH
- ★ Maximum of 5 PDH per year
- ★ Critical record keeping
- ★ Examples: Reading of professional or technical journals or reference books, research, etc.





# Who is exempt?

- ✱ 4 types of exemptions
- ✱ Not the same as exemption from \$200 renewal fee
- ✱ Board can review and approve special case exemptions.

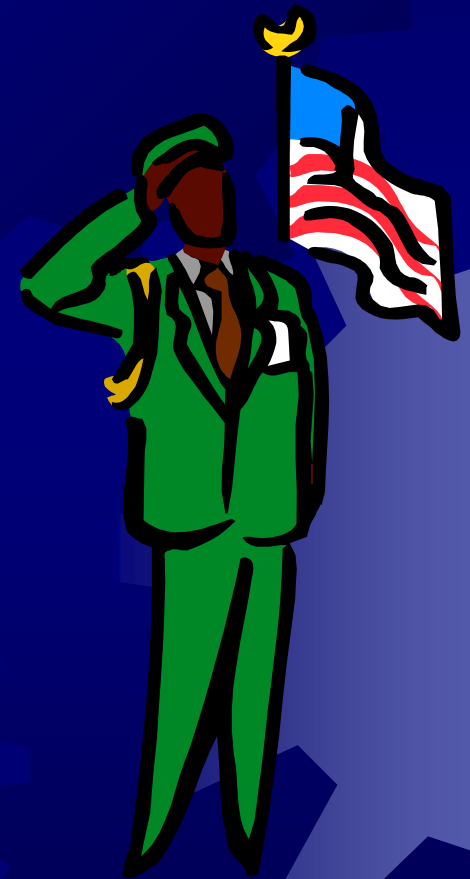


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# Who is exempt?

- ☀ License holders by way of exam – exempt 1<sup>st</sup> license period
- ☀ Deployed Military
- ☀ Disability or Illness
- ☀ “Inactive” Status





# And in the end.....

- ✦ Credit for activities responsibility of license holder and subject to review
- ✦ Board has final authority to audit and review
- ✦ TBPE will NOT pre-approve or endorse any CEP activities
- ✦ Credit for qualifying seminars/ workshops based on contact time

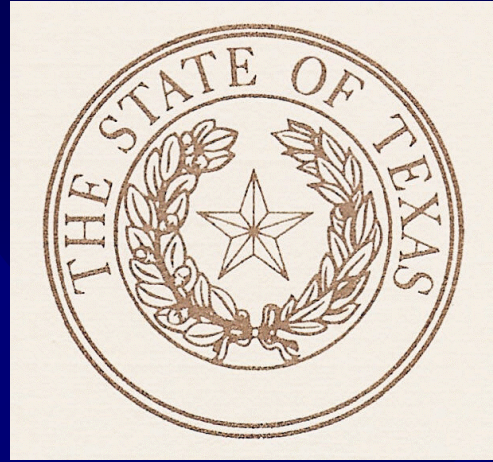


- ☀ Self directed study based on contact time and not to exceed 5 PDH/year
- ☀ Credit for college courses based on college course credit listed
- ☀ Credit for teaching first time only
- ☀ PDH credit for being an officer of an organization not earned until end of year of service





# TBPE



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The background of the slide is a dark blue field filled with numerous interlocking gears of various sizes and shades of blue. On the far left, there is a vertical strip with a colorful, abstract, and pixelated pattern in shades of orange, yellow, and brown.

# Questions

## And Answers

5 March 2007